



# COPS Fact Sheet

Community Oriented Policing Services

[www.usdoj.gov/cops/](http://www.usdoj.gov/cops/)

## Progress Reports For Hiring Grants

### What are Progress Reports?

Progress Reports are survey instruments that the COPS Office uses to monitor grants. This FACT Sheet refers to progress reports that are used to monitor COPS hiring grants (Phase I, AHEAD, FAST, UHP and COPS-In-Schools). If your agency received another COPS grant (such as COPS MORE, Combating Domestic Violence, Advancing Community Policing, School Based Partnerships, Problem-Solving Partnerships, or other Innovative Grants), you will be responsible for completing separate progress reports for each of these programs.

### Types of Progress Reports

**Department Initial Report** - This report solicits pre-grant data. It serves as a baseline for measuring the grantee's future progress in community policing. Information gathered includes training curriculum, police force demographics, baseline sworn force levels, and community policing activities.

- A hard copy of this report is sent to all departments awarded a hiring grant. Beginning in December 1999, this report will be in scannable form.

**Department Annual Report** - This report solicits information similar to the Department Initial Report. The difference is that it covers a period in time from January 1 to December 31 for each year during the life of the grant. Questions include police force demographics, retention plans, and community policing programs and activities.

- A hard copy of this report is sent to all departments awarded a hiring grant. Beginning in December 1999, this report will be in scannable form.

**Officer Progress Report** - This report solicits specific information pertaining to the officers hired under the COPS grant(s) and covering the reporting period from January 1 to December 31. Information gathered includes demographic information of the officer(s), duties and responsibilities of the officer(s), and dates of key events (such as date of hire, graduation from academy, and when training began and ended).

Beginning in December 1999, the Officer Progress Report questions were incorporated into the COPS Count Surveys. However, agencies are still required to submit Officer Progress Reports for the 1996, 1997 and 1998 reporting years, where appropriate. All agencies are still required to submit a Department Annual for each year of the grant.

- A hard copy of the Officer Progress Report was sent to departments that were awarded between one and five officers within a particular reporting period.
- A disk version of the Officer Progress Report was sent to departments that were awarded between 5.5 and 29.5 officers within a particular reporting period.
- An aggregate version of Officer Progress Report was sent to departments that were awarded 30+ officers within a particular reporting period.

### Progress Report Deadlines

If your department recently received your first hiring grant through the COPS Office, the Department Initial Report will be sent to you within 30 days of receiving your award packet. This report is due within 45 days of its receipt by your department. If your department has previously received a hiring grant, you

should have already completed a Department Initial Report. The Department Initial Report is required only once during the life of the grant. If you are unsure if your department submitted a Department Initial Report, please contact your Grant Advisor at 1-800-421-6770.

- The Department Annual Report is sent once a year to all hiring grantees. You will receive a Department Annual Report to complete in December of each year (for the reporting period covering January 1 - December 31). Completed reports are due each February. Beginning in the 1999 reporting period, this report will be in a scannable form.
- The Officer Progress Reports were sent once a year to all hiring grantees for the 1996, 1997 and 1998 reporting periods (for the reporting period covering January 1 - December 31). An Officer Progress Report must be completed for each officer the department has been awarded. (Except for agencies that have been awarded 30+ officers. They may complete the Officer Progress Report in aggregate form). Beginning in December 1999, the Officer Progress Report questions were incorporated into the COPS Count Survey script.

## Submitting Progress Reports

Your department must submit one Department Initial Report when you receive your first hiring grant. If your department is awarded supplemental hiring grants, there is no need to complete another Department Initial Report. Each calendar year, throughout the lifetime of your grant(s), your department is required to submit Department Annual and Officer Progress Reports. However, beginning in December 1999 and for future reporting periods, only the Department Annual Report is required, since the Officer Progress Report questions are now incorporated into the COPS Count Surveys.

For example, if your department was awarded a COPS FAST grant in 1995 and a Universal Hiring Supplemental grant in 1997, you should have submitted a Department Initial Report, 1996 Annual and Officer Progress Reports, 1997 Annual and Officer Progress Reports, 1998 Department and Officer Progress Reports, and only the 1999 Department Annual Report.

## Important Points To Remember

- Departments are required to submit one Officer Progress Report for each officer that they have been awarded on the 1996, 1997, and/or 1998 reports. If your department has not hired any of the officers awarded, please complete page one of the Officer Progress Report for each officer awarded. The only exceptions to this are departments awarded 30 or more officers. Department awarded 30 or more officers are

required to submit an Officer Progress Report in aggregate form.

- Beginning in the 1999 reporting year, your department will only have to submit the Department Annual Progress Report.
- The Department Initial Report and the Department Annual Report request information concerning sworn force levels of your department.
- There are three categories for sworn force strength: Authorized, Budgeted, and Actual.

**Authorized** - This is the maximum number of sworn officers your department is permitted to have, regardless of fiscal year. *Important Note: If your budgeted total number of sworn officer positions decreases in any year during the life of a COPS grant, please contact your Grant Advisor at 1-800-421-6770 for information regarding compliance with the nonsupplanting requirement.* (COPS funded officers should not be included in these totals.)

**Budgeted** - This is the number of sworn officer positions your department has in its current budget. This number may change each fiscal year. (COPS funded officers should not be included in these totals.)

**Actual** - This is the number of sworn officers your department currently has hired. (COPS funded officers should not be included in these totals.)

- Departments are required to complete reports even if your grant has only been in effect for a portion of the reporting period.
- Phase I and COPS-In-Schools grantees are required to report on these grants separately from other hiring grants (FAST, AHEAD and UHP).
- Failure to submit progress reports on time may result in suspension of your agency's COPS grant funding.

All completed Reports should be mailed to:

**U.S. Department of Justice, COPS Office  
Hiring Progress Reports Control Desk, 5th floor  
1100 Vermont Ave, NW  
Washington, DC 20530**

For more information, please call the U.S. Department of Justice Response Center at 1-800-421-6770 or visit our website at [www.usdoj.gov/cops/](http://www.usdoj.gov/cops/).